

Equal Opportunity & Disability Statement

ICT welcomes applications from students with additional support needs as a result of a disability, medical condition or specific language difficulty e.g. dyslexia.

All applications will be considered under the same criteria as other applications. You are encouraged to contact the course administrator at ICT to discuss any requirements you may have relating to your study or other needs as soon as possible.

This is so that we can take all reasonable steps to ensure your needs are met and that the relevant staff are informed of support requirements at the earliest opportunity.

ICT will take all reasonable steps to ensure that applicants who meet the academic criteria will not be excluded from the course that interests them for reasons relating to their disability. However, there may be rare occasions that we would be unable to meet an individual's needs, but this would be discussed in detail and every avenue investigated before a decision was made.

Do you suffer from any disability or illness, which might affect your studies?

Yes No

If yes, please give details: _____

Invoice Details

Upon receipt of the course enrolment form, an invoice requesting full payment of course fees will be sent within 3 days. **Invoices must be paid within 30 days of receipt.** Payment can be made by credit card, electronic bank transfer or by personal/business cheque enclosed with the enrolment form, made payable to International Compliance Training Limited.

Payment plans are available to those delegates who are self funding. Please contact Adrian Kiernan prior to enrolment on akiernan@latouchetraining.ie or 01 878 8263

- Please send invoice to me at my personal address
 Please invoice my employer who has agreed to pay the fee

Payment Details

Cost Centre Number/Purchase Order Number: _____

Credit Card Payments

Card type (Visa, Mastercard, Other): _____

Credit card number: _____

Security code (last 3 digits of code on signing strip): _____

Expiry date: _____

Card holder's name: _____

Amount to be debited (please inc VAT if applicable): _____

BACS Payments

When sending payment by electronic wire transfer, please state the delegate's name and/or invoice number if available and send to the following:

La Touche Training AIB 40-41 Westmoreland Street Dublin 2	EUR payments
	Sort Code: 93-12-25
	Account Number: 68236020

Declaration

Please read the terms and conditions carefully before signing this declaration.

I have read the Terms and Conditions and agree to their content

(Enrolment forms cannot be processed if left unticked)

Signature of delegate _____

Print name: _____

Date: ____/____/____

Signature of employer: _____

Print name: _____

Date: ____/____/____

IMPORTANT: If your employer is paying for your course then a signature is required before the booking can be processed and your course materials despatched.

Terms and Conditions

International Compliance Training Limited (ICT) reserves the right to cancel a workshop, where the occasion necessitates. ICT accept no liability if, for whatever reason, a workshop does not take place.

All programmes must be completed within two years from the course start date.

Where the delegate is not sponsored by their employer, ICT requires full payment of course fees with the enrolment form, prior to the sending of the course materials. Payment should normally accompany the enrolment form unless otherwise agreed with the ICT Administration team. Delegates will not be permitted to attend the workshops or receive exam results if payment is outstanding.

Delegates are permitted one examination re-sit free of charge. After that, the re-sit fee is EUR120.

Refunds

If a delegate withdraws from the programme four weeks or more prior to the first workshop, the delegate will be refunded the course fee less a charge of EUR120 provided the course materials are returned in good condition. If the materials are not returned, or are in a bad condition, the course fee will be refunded less a charge of EUR360.

If a delegate withdraws from the programme less than four weeks prior to the start of the workshop the delegate will be refunded 50% of the course fee.

If a delegate withdraws after attending the first workshop the delegate will be refunded 25% of the course fee.

If a delegate withdraws after attending more than one workshop, no refund will be paid.

Credits may be used for other products or services and refunds available on request. Unused credits may be used up to a period of 12 months.

If a delegate fails to attend a workshop or examination, no refund will be paid.

Distance Learners/Examination Only Routes: If a delegate withdraws from the programme within four weeks of receiving the course materials, the delegate will be refunded 25% of the course fee. If a delegate withdraws from the programme four weeks after receiving the course materials, no refund will be paid.

Deferrals

If a delegate defers the programme four weeks or more prior to the first workshop, no additional cost will be incurred.

If a delegate defers the programme less than four weeks prior to the first workshop an administration fee of EUR120 will be incurred.

If a delegate attends a workshop but wishes to defer the remaining workshops and examination, the delegate must pay a fee of EUR120 per workshop they attend. This charge also applies to those changing workshop location/group and those wishing to repeat a workshop.

A delegate is allowed to defer their examination a maximum of three times and must complete the programme within two years of enrolment.

Course materials are usually updated on an annual basis. Delegates who defer will have to pay an additional charge to receive the revised materials. Details can be received from the ICT Administration Team.

Subject to acceptance by ICT, this enrolment form constitutes a legally binding contract. The delegate and employer are jointly and severally liable for payment of all the fees due to ICT, where applicable.

Cancellations

ICT reserve the right to cancel your enrolment if you have not complied with the terms and conditions.

Data Protection

The information you have provided will be used by the ICA/ICT or approved agents for administrative, membership and educational purposes or as required by law.

From time to time ICT/ICA may pass your details to third parties to enable them to send you information about products and services approved by ICT/ICA.

If you do not want to receive mailings from third parties, please tick this box

Tick this box if you do not want your details to be included in the Members' Directory located on the ICA's website. This information can be accessed by ICA member's only and is NOT given out to third parties.

Please return your completed enrolment to:

La Touche Training, Suite 511, The Capel Building, Marys Abbey, Dublin 7

Tel: 01 878 8263

Fax: 01 878 8266

Email: akiernan@latouchetraining.ie